



DUTY STATEMENT

Classification: Information Technology Specialist II		Position Number: 835-180-1414-004
Division/Office/Section: AFITS / Information Technology Services Branch		
Location: Sacramento	Effective Date:	
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Supervisor's Name: Kori Arbis		
Collective Bargaining Identifier (CBID): R01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing, if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient

POSITION DESCRIPTION

Under the general direction of the IT Operations Manager (an IT Manager I), the incumbent acts as a lead Application Architect for the department's enterprise and program specific software development and software maintenance efforts. The incumbent provides a high level of innovation, leadership, and planning, and ensures their work is closely coordinated with management and other senior technical staff. The incumbent must be able to perform a wide variety of tasks requiring innovative problem solving where guidance is not readily available. The incumbent must develop, optimize, and apply architecture solutions for the benefit of the overall organization and play a major role in advising management or formulating information technology strategy and policy within the organization.

Duties of this position fall primarily under the Software Engineering, Information Technology Project Management, and Information Security Engineering domains, with some duties in the System Engineering domain.

ESSENTIAL FUNCTIONS

- 30% Software Architecture.** Design new technologies, architectures, and solutions that will support security requirements. Research, analyze, document, and implement new server technologies, web services technologies, application development techniques, and tools, frameworks, database technologies, etc. Keep informed of evolving trends, technologies, and standards relevant to the CalRecycle technical environment. Recommend new technical approaches for the concurrence of the CIO and web/software development managers. Provide technical assistance and code review to staff to ensure the overall quality of work and compliance with shop coding standards and best practices. Perform vulnerability and risk assessments of the department's software and auxiliary services to identify security risks and recommend IT solutions. Establish and enforce code and design standards for all enterprise CalRecycle large and complex web application systems. This includes establishing written standards for systems design, testing, security, design walk-through, production procedures, and systems documentation. Provides higher technical support including configuration, maintenance, and troubleshooting of the web and database application software associated with the custom web application systems. Provides logical and physical database design, data table generation, performance tuning, data conversion, migration, and integration into the department's overall data management structure. Provides software solution code and configuration of web, database, and network systems to ensure the highest standard for application security compliance. Participates in performing upgrades and security patches on system software run in test and production environments.
- 25%** Analyze, design, code, deploy, maintain, and enhance the department's most complex/critical software applications and other systems (enterprise and program). This may include web applications, mobile device applications, desktop applications, computer software services, unattended computer system processes, and scripted batch processes. Research, evaluate, implement, and administer commercial-off-the-shelf, open-source, and proprietary systems software. This may include operating systems, database management systems, content management systems, source code control systems, software development tools and technologies, and audio-video encoding, serving and/or streaming systems and software. Design, develop, document, and maintain the application development framework(s)/toolset(s) to be used by all IT Services software development staff to build the department's custom systems.

- 15% Server and Software Hosting Administration.** Perform setup, configuration, maintenance, backup, and troubleshooting for multiple CalRecycle and cloud-managed servers, with a focus on those servers hosting the web, database, and other services used by the department's software systems. Act as the backup to the department's database administrator. Provide training and mentoring to other server/service administrators and act as their backup. Monitor and conduct audit of system capacity, performance, and traffic analysis, and serve as the escalation point for troubleshooting system components.
- 10% Content Management System (CMS) Administrator.** Provide architectural and lead technical support for the department's Sitefinity CMS and SharePoint installations. Duties include reviewing and prioritizing the most complex enhancement requests, coordinate software/system upgrades related to the CMS, and address the most complex technical issues other programmers or webmaster staff are unable to resolve. Provide recommendations and coordinate and/or implementation of other enterprise web site services/tools such as web site analytics, site search, and multilingual support.
- 10% Technology Project Manager.** Lead, mentor, and supervise project teams, which may include business analysts, system engineers, system architects, subject matter experts, test coordinators, external entities, and users on the State and departmental project management methodologies to ensure project compliance with State policies. Manage the most complex CalRecycle automation projects, comprising relational databases, web applications, software services; network and server development and configuration, and integration with external software and data structures. Determine the resources (time, money, equipment, staffing, etc.) required to complete the most complex software development projects. Prepare reports, conduct feasibility studies, and develop technical papers as needed. Develop implementation plans including cost-benefit or return on investment analyses. Coordinate and consult with users, administrators, and engineers to identify business and technical requirements for proposed system modifications or technology requirements; implement policies, procedures, guidelines, and standards to ensure compliance with State and departmental rules and regulations utilizing various defined technology governance processes.
- 5% Contract Management Assistance.** Provide expert technical assistance to the IT Services contract manager to maximize the value of the department's IT-related contracts. Tasks include researching and providing recommendations to management on technical activities could or should be performed under contract, reviewing and/or developing technical portions of contract scopes of work, assisting with technical evaluation of contract offers, assisting with the recruitment/selection of contract programmers/consultants, and periodically conducting technical reviews of performance and/or work products of contract programmers/consultants. Recommend and establish guidelines for infrastructure and software licensing procurement.

MARGINAL FUNCTIONS

- 5% Continuing Education and other duties as required** including, but not limited to, Assure that knowledge, skills, and technical competencies are kept up to date through training, research, and self-study. Providing expert technical assistance, training, mentoring, and knowledge transfer to IT staff as necessary, on all aspects of system analysis, troubleshooting, coding, testing, implementation, maintenance, and operations; occasionally provide or participate in providing brief presentations on technical topics to IT staff. Prepare reports, studies, and issue papers Evaluate team members to determine skill level and training requirements.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:		Date:
Employee Signature:		
I certify that the above accurately represent the duties of the position:		Date:
Supervisor Signature:		
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:		
C&P Analyst:	Date Approved:	

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code. Disclosure category 8
- ☐ Duties performed may require annual physical.
- ☐ Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- ☐ Requires the utilization of a self-contained breathing apparatus.*
- ☐ Operates heavy motorized vehicles.*
- ☐ Requires repetitive movement of heavy objects.*
- ☐ Performs other duties requiring high physical demand.* (Explain below)

*May require a pre-employment medical examination.

ESSENTIAL FUNCTIONS OF POSITION:

- ☒ **VISION** – You must have sufficient vision to perform the following duties: Work on a computer screen, review printed items, view material on large screens at meetings.
- ☒ **HEARING** – Your hearing must be sufficiently acute to perform following duties: Communicate with customers, peers, and management.
- ☒ **SPEECH** – You must have sufficient ability to speak to perform following duties: Communicate with customers, peers, and management.
- ☐ **CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- ☐ **RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
- ☒ **ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, i, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
- ☒ **MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: Use a keyboard and mouse and/or write notes with pen and paper
- ☐ **BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties:
- ☒ **SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: Attend meetings, sit and/or stand at desk while working.
- ☐ **LIFTING** – You must be able to lift up to pounds to perform the following duties:
- ☒ **CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: Focus on detailed coding tasks, problem solving and troubleshooting, technical writing, listening to customers and peers, online learning, etc.
- ☐ **EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
- ☐ **Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

EMPLOYEE CERTIFICATION

- ☐ Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- ☐ Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- ☐ No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- ☐ I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature

Date